

NATURAL SCIENCE CURATOR III

CLASS CONCEPT:

This is supervisory and technical work over either a curatorial and/or educational program at a museum or natural science facility such as an arboretum. Employees supervise lower level Natural Science Curators and are responsible for a major natural science educational program and/or curatorial and educational programs at a smaller natural science facility.

Work requires directing the activities of lower-level curators and technical support positions by planning section or facility goals, objectives, and program emphasis in concert with the overall institutional or departmental mission. Administrative planning and directing also entails determining and recommending budgetary, personnel, space and equipment needs, and utilization. Employees in this class receive broad program parameters and are relatively independent in directing the daily operation of the museum's or natural science facility's educational program and/or curatorial program. Employees may oversee research activities including budget, program activities and grant management for a museum or natural science facility. Work is distinguished from the Natural Science Curator II by greater supervisory responsibility and greater program accountability. Employees work under minimal supervision by a museum director, faculty department head, or director of a natural science facility.

SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning

Employees establish broad project and program objectives and plans, and coordinate these objectives within the overall goals of the department. This involves determining educational needs, curatorial technical consultation, and research along with the availability of natural science and financial resource availability in developing long-range plans in concert with budgetary, personnel, and space constraints.

Organizing and Directing

Employees direct the daily workflow, and change staff assignments to accommodate varying emphases in education programs, curatorial activities, or public service needs.

Budgeting

Employees evaluate and project budgetary needs of their unit in concert with the director or department head, and justify the needs in terms of desired growth, scope of projects or programs, and field activities.

Training

Employees evaluate the training needs of subordinate staff and provide on-the-job training and workshops to develop skills and knowledge required to perform the duties. Employees encourage staff to attend and participate in professional meetings.

Setting Work Standards

Employees modify, determine, and establish operational procedures and techniques within the broad guidelines of the profession, State and Federal regulations, and the natural science facility. Employees participate in developing policy and guidelines that govern work processes and acceptability.

Reviewing Work

Employees review the work of subordinate staff engaged in program areas such as collections development and educational programs, in order to evaluate project direction, quality, and effectiveness. Modifications may be made to ensure daily operation is within program parameters.

Counseling and Disciplining

Employees may resolve minor complaints or problems with subordinates. Major problems involving disciplinary actions may be resolved in conjunction with the director or department head.

Performing Other Personnel Functions

Employees recommend the selection, dismissal, performance appraisal, promotion, reassignment, and salary adjustment of subordinate staff, with a higher level of management having final approval.

SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised

The work field is relatively stable, but programs and services are expanding and changing based on educational and research emphases.

Variety of Work Supervised

Employees administratively and technically supervise staff in developing and executing education programs and developing conservation programs.

Number of Employees Responsible For

Employees supervise 2 to 10 permanent staff, and organize and oversee the work of up to 150 volunteers.

EXTENT OF SUPERVISION RECEIVED:

Considerable independence in performing daily work functions. Employees discuss matters that may impact on the organization with a higher-level manager prior to implementation.

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities:

Through knowledge of natural science field and scientific terminology related to the work assigned and/or the institutional mission.

Thorough knowledge of museum related educational and collections techniques.

Through knowledge of developing natural science educational and/or curatorial programs.

Skill in the management of financial, personnel, and materials resources.

Ability to train and supervise others.

Ability to communicate effectively with a wide range of the general public.

Minimum Education and Experience Requirements:

Graduation from a four-year college or university with a major in zoology, botany, or other natural science curriculum related to the area of work assigned and three years of curatorial and/or teaching experience in natural science, including some supervisory experience; or three years as a science teacher if filling an educational position; or an equivalent combination of education and experience.

All degrees must be received from appropriately accredited institutions

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.